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INFORMATIONAL NOTES

from
Office of the President

December 5, 1978

Vol. 11 No. 1

NOTE OF APPRECIATION

The reports from various sources across the campus support the impression which I continue to receive in visiting the departments and administrative offices where there appears to be an attitude of commitment and a sense of purpose among students, faculty, and staff. I want to take this opportunity to express sincere appreciation to each of you for the many ways in which you have contributed to another successful semester in the life of the University. The smoothness and efficiency which have characterized the major portion of this fall term reflect effective planning, enthusiastic participation, an attitude of helpful understanding, and a sizable amount of hard work.

As my tenure as the fourth president of Western Kentucky University comes to a close, I am especially grateful to those of you who have given support to my efforts to serve Western in an effective manner. As I indicated in a recent communique to the Board of Regents, I feel very positive about the future of Western for a number of reasons. First and foremost, Western is firmly founded in the roots, beliefs, ideals, standards, values, and past accomplishments of so many people who have been a part of its rich history. Furthermore, the University is currently blessed in many, many ways. A major strength lies in the dedication and commitment of those who continue to take pride in Western and are determined to make the University stronger and better in the years ahead.

The fact that I have made the decision to give new direction to my activities in no way lessens these convictions nor does it weaken my personal commitment. I believe in the University. I have confidence in those charged with directing its future. I will be doing everything possible to substantiate this fact even though it will be in a different role in the future.

INTERIM BETWEEN FALL AND SPRING SEMESTERS AND CHRISTMAS HOLIDAYS

Vacation Period

The offices of the University will close at 12 noon on December 22 and reopen at 8 a.m. on January 2. During this period of time, the thermostats in all facilities will be lowered thereby allowing for a considerable reduction in energy consumption.

This vacation schedule will be observed by all staff personnel so that all areas of the University will be fully staffed at other times during the interim.

The Department of Public Safety will be open and staffed throughout the period, and emergencies and other security matters should be reported in the usual manner.

Office Hours Schedule

Office hours will be from 8 a.m. to 4 p.m. for the periods December 18-21 and January 2-5.

Food Services

Food Services facilities in the Garrett Conference Center will close at noon on Friday, December 15, and resume the normal operation hours on Monday, January 8, 1979. The cafeteria in the University Center will close after the noon meal on Friday, December 15, 1978, and resume normal operations on Monday, January 8, 1979. The grill in the University Center will be open from 10:30 a.m. to 1 p.m. for the periods December 18-22 and January 2-5 and from 9 a.m. to 10 p.m. on Sunday, January 7.

OFFICES OPEN

To facilitate the opening of the spring semester and in accordance with the announced schedule, all offices are to be open and staffed from 8 a.m. to 12 noon on SATURDAY, JANUARY 6, 1979.

DECEMBER PAYDAYS

Mr. James B. Tones, Director of the Department of Personnel Services, has requested that faculty and staff be notified of the following dates for receiving salary checks for December:

- | | | |
|-------------|---|--|
| December 15 | - | Faculty personnel and graduate assistants on the mid-month payroll |
| | - | Part-time instructors and overload payments |
| December 22 | - | Faculty and staff normally paid at the end of the month |
| | - | Bi-weekly personnel normally paid on December 29 |

DISTRIBUTION OF CHRISTMAS CARDS

For the convenience of faculty and staff, Christmas cards may be distributed on campus through the campus courier service.

A SPECIAL GREETING

Please permit me to use this means to extend warmest best wishes from Mrs. Downing and me to you and yours for an enjoyable Holiday Season. The continuation of the dedicated effort that has marked the performance of members of the faculty and staff will enable us to look to the New Year with confidence and anticipation of continued success.

Dero G. Downing
President